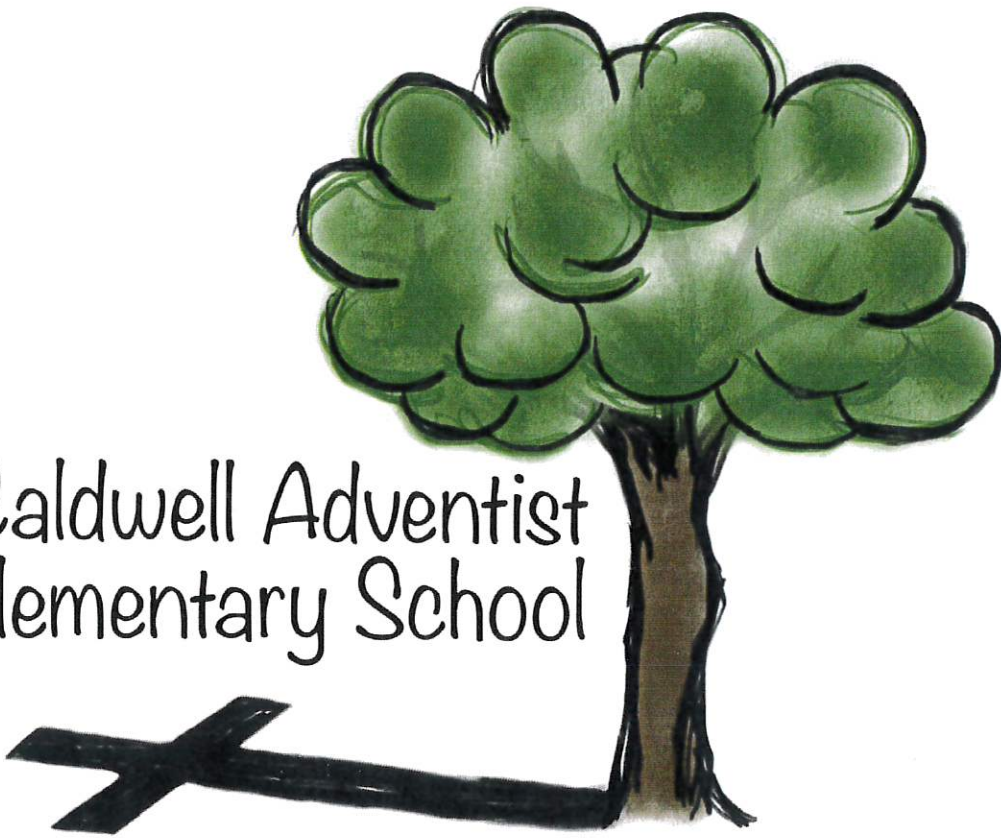


CAES
Parent & Student
Handbook
2023-2024

Caldwell Adventist
Elementary School



MISSION

Our system of education is based on the belief that all true wisdom and knowledge comes from God. The mission of Caldwell Adventist Elementary School (CAES) is to help each student develop spiritually, mentally, socially, emotionally, and physically. It is also our mission to provide opportunities for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to the entire world.

Mission Statement

To provide a higher standard of Christ-centered education that promotes excellence in learning, faith, citizenship, and life.

Vision Statement

We will create a culture where students will be grounded in Christ and will use their God-given abilities to serve God and others in preparation for eternity.

OBJECTIVES

CAES offers a higher standard of education that rests on four principles:

- **Learning** – To encourage intellectual curiosity and help students develop self-motivated, life-long learning and decision-making skills that reflect biblical values.
- **Faith** – To assist students in developing a Christian character that manifests itself in appreciation for God's Word, acknowledgement of God as Creator, and unselfish service to others.
- **Citizenship** – To help students learn respect for themselves, others, and those in authority, while contributing to a safe school environment.
- **Life** – To help students function responsibly in the everyday world, using Christian principles of healthy living, economy, and personal time management.

ACCREDITATION

Caldwell Adventist Elementary School is a Christian school owned by the Seventh-day Adventist Church, which operates the second largest parochial school system in the world. We are accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.

ENTRANCE REQUIREMENTS

Any child, regardless of religious affiliation, desiring a character-building education and willing to abide by the standards, will be considered.

- All registrations are tentative until reviewed by the Administration and approved by the Admissions Committee. An applicant's acceptance will be based on previous academic records and personal references. Once approved, families will be notified of acceptance within one business week. The school reserves the right to evaluate any student before placement in grade level.

ADMISSIONS

- All new and returning students -

- Application
- Financial agreement signed and paid
- Medical release
- Authorized Pick-up Consent
- Student pledge
- Acceptable Technology Use Policy
- Handbook read and signed
- Service program policy

- All new students -

- Recommendation form
- Copy of most recent grade/progress report
- Records requested from previous school
- Complete immunization records
- Certified birth certificate
- Interview: schedule a personal interview with the school administrator and/or designated teacher.
- Kindergarten students must be 5 years of age by the first day of school. First grade students must be 6 years of age and by the first day of school.
- First grade students must have a physical examination before the first day of school

PROBATIONARY PERIODS

New Students

All new students are on probationary status for the first nine weeks following their entrance date. Students will be evaluated based on the standards for the enrolled grade level. If there are significant concerns regarding the child academically, socially, or behaviorally, the student may be asked to leave CAES.

All Students

It is our aim to see each child reach his or her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenges will be provided to students. If a student, through lack of effort on his/her part does not maintain satisfactory progress and/or receives a failing grade on his/her report card, it may be necessary to place the student on academic probation for up to one full quarter. The student's effort, progress, and/or grades will be closely evaluated and monitored by the classroom teacher, the parents, and the Discipline Committee. If these efforts are unsuccessful, the student will be taken before Discipline Committee to decide further action. Students may be required to withdraw from CAES.

All who have been dismissed and reinstated will be automatically placed on a quarter length probation. No student can be placed on probation more than once during a school year.

STUDENT COMMITMENT

Caldwell Adventist Elementary School seeks students who are committed to pursuing the higher standard of Christian education that our school provides. We expect more from ourselves and from our students because of the biblical values that form the foundation of our school. Therefore, students enrolled at CAES agree to willingly observe all school regulations, policies and standards. Habitual violation of school regulations, policies, and standards demonstrate a lack of commitment to our values. This will cause the student to forfeit his or her enrollment.

Any regulation adopted by the board and/or faculty during the school year will be announced to the students and parents and shall have the same force as if in this handbook.

SCHOOL HOURS

Front Office

Monday – Thursday
Friday

8:00 am – 4:00 pm
8:00 am – 1:00 pm

Pre-kindergarten

Monday – Friday (half day)
Monday – Thursday (full day)
Friday and early dismissal

8:30 am - 12:00 pm
8:30 am - 3:30 pm
8:30 am - 12:30 pm

Kindergarten – 8th Grade

Monday – Thursday
Friday and early dismissal

8:30 am - 3:30 pm
8:30 am - 12:30 pm

For all students, school doors open at 8:15 am. If your child is left at the doors before 8:15, he/she will be brought into BASE (Before and After School Experience) and you will be charged accordingly. BASE will be held in the elementary wing and opens at 7:00 am. Students that have not been picked up after school within 15 minutes of dismissal will be sent to BASE and you will be charged accordingly. BASE closes at 4:30 pm every day.

ATTENDANCE

The law requires regular school attendance. When 18 absences have been accrued, whether excused or unexcused, and the student's academic achievement is affected, the possibility of retention will be considered. Please note that every three tardies will be equivalent to one absence.

- When a student is unable to attend, parents are required to contact the school office OR the teacher by 9:00 am. If the school is not contacted by phone or email, the absence will be recorded as an unexcused absence.
- Absences and tardies are excused for the following reasons: illness, dental, medical, optical services, and death in the family. **An excuse by the parent explaining the nature of the absence is required.** There may be times when a student may be absent for reasons other than those stated above. **In such cases, arrangements must be made with the principal and the teacher before the absence is incurred by submitting a "Prearranged Absence Form."**
- Any authorized adult picking up a student during school hours must sign the student out at the school office.
- Winter Sports days are considered school days. Students choosing to miss these days, unless for a reason listed above, will receive an unexcused absence. For ski days, students are expected to participate in their full lesson in order to receive a full day of attendance.
- In the event of an emergency and need for early dismissal, parents will be alerted by phone (first text and then call) and email. Students will then be dismissed to parents as soon as possible. When parents are not available, an emergency person will be contacted, and arrangements made. The teacher is responsible for making sure that parents are notified as soon as possible.
- When severe weather makes transportation hazardous for most of our students, school will be closed or delayed. Parents will receive an email and/or text, but can also check our website, or consult local television broadcasts for information concerning closures and delays. We generally use the **Vallivue School District** as our determiner. In some cases, we may make our own decision that differs from Vallivue School District.

CITIZENSHIP

Caldwell Adventist Elementary School, as a Christian school, looks for those who desire an education with a higher standard of conduct. All are expected to abide by the standards of the school and conduct themselves as courteous Christians. At CAES we believe that every student has the right to learn without disruption in a positive, safe and caring learning environment.

For students to be the most successful, it is important that parents and staff commit to working together in a cooperative and supportive way. There may be times that parents disagree with staff on matters concerning their child or school policy. Courtesy and appropriate protocol need to be practiced for the benefit of all involved. Please follow the guidelines below.

- Parents are to support adherence to the rules and policies of the classroom and CAES handbook, whether they fully agree with them or not.
- If a conflict or disagreement involving a student, teacher or policy arises, the following protocol should be completed in a step-by-step fashion, only moving on to the next step if the conflict has not been resolved satisfactorily:
 1. Student and/or parent immediately discuss the conflict directly with the teacher
 2. Student and/or parent discuss the conflict with the principal
 3. Student and/or parent discuss the conflict with the school board chairperson
 4. Student and/or parent has the right of appeal to the school board. Local church officers and conference personnel will be invited to serve on an appeals committee to handle such matters and make recommendations to the school board for final action.
- Gossip and negativity are damaging for students, parents, school communities, as well as the functioning of the entire school. Please commit to talking positively about the school and staff with your student, other parents, and community members, including through social media. If you have an issue that needs to be resolved, please work to solve it by following the above step-by-step protocol.
- If a conflict arises between students while at school, a parent may NOT contact the other student's parents about the issue. Instead, the teacher should be contacted for the matter to be resolved according to the above step-by-step protocol.
- It sometimes happens that students make concerning comments to parents about the classroom or other school matters. We urge parents to withhold judgment until the teacher has been contacted and all the facts are known. The objective is to resolve any problem that has arisen.
- Courtesy and respect should be practiced in all communication among students, parents, and staff. Please be aware that all written correspondence through text, email, social media or other means are subject to review by the school board.

A Christian school is to be considered an extension of the Christian home, and we therefore encourage parental involvement at CAES. The success of the school depends greatly upon the cooperation between parents and teachers. Teachers may be contacted by telephone or email at school.

Discipline

Students shall abide by all local laws while on and off campus.

CAES reserves the right to search desks, personal belongings, and students for objects or materials deemed non-compliant with the school's policies, or which threaten the safety of other students. Confiscated property may be returned at the discretion of the school administrator or turned over to the police department.

Behaviors which may result in disciplinary action, suspension and/or dismissal include, but are not limited to (see Behavior Rubric for more), the following:

1. Undermining the religious ideals of the school
2. Dishonesty, including theft, and willful deception regarding violation of school regulations.
3. Disrespect or insubordination to any teacher or supervisor
4. Committing or conspiring to commit any act that threatens, injures, degrades, or disgraces a fellow student
5. Any on or **off** campus behavior or activity by students that inadvertently or intentionally has negative effects on the CAES learning environment
6. Persistent violation of the dress code
7. Entering any part of the school building without permission
8. Possessing any contraband (surrendered to teachers or principal **without return**), such as weapons or reproductions thereof, firecrackers, cigarette lighters, unapproved electronic devices, inappropriate software/electronic files, inappropriate literature and pictures, or anything detrimental to the welfare or morale of the students
9. Possessing and/or using narcotics, tobacco, alcoholic beverages, or misusing legal/illegal drugs

OLWEUS Bullying Prevention Program

We, at CAES, have taken a strong stance against bullying behavior. CAES staff have now been trained in and adopted the OLWEUS Bullying Prevention Program (OBPP). OLWEUS defines bullying as "when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." To support OBPP, the following rules will be implemented.

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and/or an adult at home.

Caldwell Adventist Elementary Behavior Rubric

Minor Behaviors*

Behavior	First	Second	Third
<p><i>*Dishonesty or Cheating</i></p> <p><i>*Pattern of disruptive behaviors (continuously talking out loud, silly behavior, not following teacher directions, violating dress code, etc.)</i></p> <p><i>*Taunting (name calling, insulting, or other behavior that would hurt others' feelings, etc.)</i></p> <p><i>*Exclusion (starting rumors, telling others to not be friends with someone, or other actions that would cause someone to be without friends, etc.)</i></p> <p><i>*Physical harassment (hitting, pushing, slapping, grabbing, etc.)</i></p> <p><i>*Disrespect of property (writing on someone's paper, breaking a pencil, book damage, throwing objects, etc.)</i></p>	<p>1)The student will complete a behavior reflection form and meet with the teacher to discuss the behavior.</p>	<p>1)The student will complete a behavior reflection form and meet with the teacher to discuss the behavior.</p> <p>2)The student will be required to have his or her parents sign the behavior reflection form.</p> <p>3)The student will complete a consequence activity given by teacher.</p>	<p>1)The student will complete a behavior reflection form and meet with the teacher to discuss the behavior.</p> <p>2)The student will be required to have his or her parents and the principal sign the behavior reflection form before being able to return to class (if signatures are not obtained, student will spend the day in another classroom).</p> <p>3)The student and parents may be asked to meet with the teacher to create an individual behavior plan.</p> <p>4)The student will complete the consequence activities given by teacher.</p>

**Any combination of three minor behavior offenses will be equivalent to one major behavior offense. Count resets at semester. **

See CAES Parent and Student Handbook and/or your child's classroom handbook for additional disciplinary policies.

Caldwell Adventist Elementary Behavior Rubric

Major Behaviors

Behavior	
<ul style="list-style-type: none"> • Physical aggression (hitting or similar behavior that injures others) • Threats of violence (having a weapon at school, verbal, etc.) • Destruction or removal of property (vandalism or theft) • Obscene/inappropriate language, topics, or gestures • Harassment (racial, ethnic, or sexual name calling or other forms of severe harassment) • Bullying behavior (see definition under the OLWEUS Bullying Prevention Program) 	<p>1)The student will complete a behavior reflection form, an appropriate restitution, and meet with the teacher to discuss the behavior.</p> <p>2)The student will be required to have his or her parents and the principal sign the behavior reflection form before being able to return to class (if signatures are not obtained, student will spend the day in another classroom).</p> <p>Any or all of the following consequences will be enforced at the discretion of the teacher and the administration.</p> <p>a)The student, parent, teacher, and principal will meet</p> <p>b)An individual behavior plan will be created or revised.</p> <p>c)The student will be suspended (in-school or at home) for a minimum of one day.</p> <p>d)The student's behavior will be reviewed by the school Discipline Committee.</p>

Discipline Plan

Teachers, as professionals, will deal with issues that arise as needed within the classroom. They will use individual classroom discipline plans. CAES has adopted a schoolwide discipline plan. Please see the Behavior Rubric included in this handbook.

For circumstances that require stronger discipline action, students may be sent to discuss the situation with the principal and spend age-appropriate time out of the classroom with or without classwork. Parents will be kept in good communication regarding behavior of their children by phone, face-to-face communication, and/or written communication. Such behavior may also result in short-term suspension and/or implementation of a behavioral contract.

Discipline Committee

ALL discipline issues will be shared with the Discipline Committee. The Committee will recommend any further action to be taken by the school staff or they may recommend the student's name be presented to the School Board for dismissal. The Discipline Committee will review all probationary cases as needed.

The School Board reserves the right to deal directly with any situation that it deems necessary. A student whose progress or conduct is unsatisfactory, or whose spirit is manifestly out of harmony with the standards and principles of the school, or whose influence is found to be detrimental may be dismissed or placed on probation for a nine-week grading period.

POLICIES

Dress Code Policy

Students are expected to keep themselves well groomed and neatly dressed at all times. Simplicity, modesty, and healthfulness are goals of Christian standards of dress. Any form of dress, hairstyle or adornment which is considered immodest, unsafe, extreme, or contrary to good hygiene will not be permitted. NO inappropriate characters or designs (skulls, cartoons, etc.) on any piece of clothing will be allowed. If make-up is worn, it should be natural in color. Bracelets, rings, earrings, necklaces, other jewelry, piercings, or tattoos (permanent or temporary) must not be worn or brought to school. Any jewelry worn to school will be confiscated and not returned until the end of the school year. Hats may not be worn in the building.

In keeping with our commitment to promote a higher standard of education, CAES has adopted the following dress code policy to minimize distractions and promote excellence in the classroom. If a student is wearing inappropriate clothing, parents will be called and asked to bring clothes that adhere to the school dress code policy.

Shirts

- Shirts must be polo shirts in a solid color without graphics and can be either short or long-sleeved.
- Hooded sweatshirts with the CAES logo can be purchased to wear over the polo during cool weather. Sweatshirts without the CAES logo may be worn if they are free of inappropriate graphics. Sweatshirts from any Adventist sponsored event are acceptable.
- If sweatshirts are worn, the shirt underneath must follow the guidelines for school shirts.
- T-shirts with the CAES logo or other Adventist sponsored events may be worn on dress down day every Friday.
- During the winter months, students may wear a solid color long sleeve shirt under their polo shirt.

Slacks/Shorts/Skirts

- Skintight pants, sweats, flannel/pajama pants, or pants that fall below the waistline will not be allowed. Leggings/jeggings are not to be worn as pants only, but are allowed under dresses, skirts, or shorts. All pants must be **without** rips or holes.
- Athletic wear is NOT appropriate attire outside of PE time or Physical Fitness Days.

Shoes

- Shoes must be on at all times.
- Students must have appropriate shoes for recess and physical education classes every day. Non-marking gym shoes are preferred.

Optional Dress-Down Day

- Fridays will be an optional dress-down day—the CAES or any Adventist sponsored event T-shirt may be worn instead of a polo.

Internet Use Policy

Our complete Internet Use Policy is available at the school office.

Use of the Internet will conform to the ethical and moral standards of the Seventh-day Adventist Church. Parents and students will be required to sign a technology user agreement.

Among the behaviors not permitted:

- Sending or displaying inappropriate messages or images
- Using obscene or racist language in public or private messages
- Harassing, insulting or attacking others
- Damaging hardware or software
- Violating copyright laws
- Using another's password
- Using the network to access or distribute illegal or illicit material

Phone Use

- Students may use the phone in the front office if they have permission from their teacher.
- Students may bring cell phones to school; however, they will be required to turn their phones in to the front office before entering the classroom. Cell phones may be collected by the student at the end of the day. Any phone not turned in to the office, will be immediately confiscated by a staff member.
- Smart watches may be worn to school if the watch is not a distraction or used as a communication device without specific permission of a teacher. If a teacher deems it necessary, a student may be asked to turn in their watch to the front office.

SERVICE Program Policy

CAES is dependent upon each family's participation and assistance. Through SERVICE, families can share their time and talents with the school. Each family is asked to give a minimum of 20 hours per school year. Parents, grandparents, adult relatives, or friends of the family may complete a family's hours. Families can record their SERVICE hours with the front office. Families that have completed and recorded all 20 SERVICE hours will receive a discount on the following year's registration fees. All volunteers will be asked to complete the Verified Volunteer background check and training, which can be done online at www.ncsrisk.org/adventist.

Custody Issues

If there are any custody orders or restrictions regarding your family that impacts your student in this school, please inform us and provide copies of appropriate documentation such as, but not limited to, a Temporary Restraining Order.

Student Sexual Harassment Policy

Our complete sexual harassment policy is available at the school office.

CAES is committed to providing a school environment free from sexual harassment. Incidents of harassment should be reported to school authorities as soon as possible so appropriate action can be taken. Students who sexually harass others are subject to discipline that could lead to dismissal.

If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

Child Abuse Policy (Our complete abuse policy is available at the school office.)

Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other person, or needs protection, is legally responsible to report the incident or situation promptly to a child protection social worker.

Abuse can be recognized as:

- Physical, emotional, or sexual abuse
- Neglect
- Sexual exploitation

VISITS AND CONFERENCES

Parents are invited to visit the school. A telephone call in advance is appreciated and helps coordinate schedules. Student visitors are welcome. Arrangements should be made with the teacher and front office at least one day in advance before planning to spend time at the school. Teachers need to focus on their students during school hours. Parents should make appointments in advance if they want to speak with a teacher.

FINANCIAL INFORMATION

Financial Policies

1. **Families are expected to honor their signed financial agreement and to pay according to its terms.** Families will receive a monthly financial statement. **Should a financial problem arise that needs special consideration, it is the family's responsibility to notify the school business manager or treasurer as soon as possible.** Accounts that are past due will be assessed a finance charge unless other payment arrangements have been made with the business manager. Delinquent accounts will be handled according to the steps outlined below:
 - a. Accounts that are **45 days past due** will be asked to meet with the business manager and/or the principal to discuss the situation. The business manager will work with the family to create a new payment plan to keep the account in good standing. After the new payment plan is in place, a second delinquency in the same school year will make a student(s) subject to suspension from the school until the account has been reviewed by the finance committee for further action.
 - b. Accounts that are **90 days past due** and not in good standing will be asked to meet with the Finance Committee to develop a reasonable repayment plan. Failure to meet with this committee when scheduled will result in the student being prohibited from attending school until the account is paid in full.
 - c. Accounts that are **120 days past due** and not in good standing will be sent via certified mail a pre-collection letter with a 30-day due date in which to respond. If no response or payment is received within 30 days, the account will be sent to a collection agency.
2. **All past due** balances, initial payment of **entrance** fees, and **August tuition** must be paid at registration time or before the first day of school.
3. Only accounts in good standing will be **eligible for financial aid**.
4. Parents applying for scholarships or grants are **responsible for any unpaid balances** if award is not received.
5. Please make all checks payable to: **Caldwell Adventist Elementary School or CAES**. Payments can also be made online via debit card, credit card or checking account at **myCAES.org**.

Lunch a la Cart

Lunch will be available daily for purchase from the office. These meals will consist of various microwavable and fresh items that students can choose that morning. The students will choose 4 of the available options along with a drink. The cost will still be \$4.00 per meal. Seconds will have an additional charge. Meals can be charged to the student's account.

Before and After School Experience (BASE)

BASE is available at the rate of \$5.00 per hour per child during the hours of 7:00 am and 4:30 pm, Monday through Friday. BASE is closed all non-school days.

STUDENT INSURANCE

The premium for student insurance is included in the entrance fee. Coverage is limited to injuries sustained during participation in authorized school activities. They will be covered for a maximum of 30 minutes after school, while on school property. Any accident or injury must be reported to the school office within 24 hours to qualify for coverage.

ILLNESS POLICY

It is the goal of CAES to keep its students and staff as well as possible. With this in mind, students must stay home if they exhibit any of the following conditions:

- Excessive coughing or nasal discharge – until symptom free for 24 hours
- Fever of 100 degrees or greater – until symptom free for 24 hours without medication
- Vomiting or diarrhea – until symptom free for 24 hours
- Head lice – until free of nits
- Any communicable disease – until doctor's written approval for return

MISCELLANEOUS

1. The school will not be responsible for personal property left in the school building or on the school premises.
2. Each student will be required to pay for any damage done to school property, including schoolbooks, whether accidentally or maliciously.
3. Gum is not permitted at school.
4. Students must be in supervised areas only.
5. No child will be permitted to leave the school grounds during school hours except by special permission of parent, teacher and principal.
6. No parties are to be held at the school, during or outside of school hours without prior approval of both the teacher and the principal. Invitations to private parties are not to be given out during school hours without teacher permission.
7. Absolutely no medication will be provided to students by teachers. If the child needs medication, special written consent from the parent will be required. Parent must supply the medication in its original packaging. Medications will be stored and dispensed by the front office.
8. The school discourages students from bringing large sums of money or valuable items to school.
9. If a student is not buying lunch, the parents are responsible for providing their student with an adequate lunch that is balanced and nutritious. High sugar food and drinks should be avoided. One of the goals of CAES is to promote principles of good health. Therefore, **each student is requested to respect, recognize, and reasonably cooperate with the health and dietary principles of the Seventh-day Adventist Church.**
10. No pets are to be brought to school without prior arrangements.
11. CAES follows all federal regulations concerning Asbestos Containing Material. The policy is on file in the school office.

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is the federal law that supports special education and related service programming for children and youth with disabilities. It was originally known as the Education of Handicapped Children Act, passed in 1975. In 1990, amendments to the law were passed, effectively changing the name to IDEA. In 1997 and again in 2004, additional amendments were passed to ensure equal access to education.

This federal legislation is designed to ensure that children with disabilities be granted a free appropriate public education (FAPE) in the least restrictive environment (LRE). IDEA does the following:

- Ensures that all children with an identified disability receive special education and related services to address their individual needs.
- Ensures that children with disabilities be prepared for employment and independent living.
- Ensures that the rights of children with disabilities and their families are protected under the law.
- Assesses and ensures the efforts of institutions providing services to persons with disabilities.
- Provides assistance to states, localities, federal agencies, and educational service agencies in providing for the education of children with disabilities.

For more information about IDEA, consult IDEA—the Individuals with Disabilities Education Act, published by the Center for Parent Information and Resources. ([washington.edu](http://www.washington.edu))

Please sign and return this form to the front office before your child's first day of school at CAES.

- I acknowledge that my family has read and agrees to follow the policies and procedures within the CAES Parent and Student Handbook for the 2023-2024 school year.

Parent signature _____ Date _____

Parent signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

Student signature _____ Date _____

